



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY ELEMENT  
ALLIED FORCES SOUTHERN EUROPE  
FPO AE 09620

ACAS-BC

17 January 2007

MEMORANDUM FOR All US Army NATO Personnel, Allied Forces Southern Europe

SUBJECT: Policy Memorandum #20 – Army Hometown News Program

1. The Hometown News Release Program is a great opportunity, available for all Soldiers and civilian employees, to “let the home front know what’s going on” with one of their own. Soldiers and civilians who choose to use this communication tool bolster the concept of “Army Strong” by reinforcing the positive image of our Army.
2. Company orderly rooms and our National Support Element personnel will provide Soldiers the required information and forms. Favorable events such as award presentations, promotions, exercise participation, selection as Soldier/NCO of the Quarter/Year, a permanent change of station (PCS), retirement, and reenlistment are all potential opportunities.
3. The battalion S1 (S1) is responsible for tracking all instances in which a DD Form 2266, Information for Hometown News Release, may be used. The S1 will supply and monitor the form, maintain originals and provide statistics as necessary. The S1 will forward all releasable forms and any supporting documentation, such as citations for awards and photographs, to the Army and Air Force Hometown News Directorate, Kelly Air Force Base, Texas.
4. Specific guidelines are found in DA Pamphlet 360-3, Army Hometown News Program.
5. This policy will be posted on the permanent section of all unit bulletin boards.

DENNIS D. DAWSON  
LTC, AG  
Commanding

Distribution:

1 each Company, w/copy furnished to each National Support Element